

MODEL VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2011-25A

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OPEN TO: All Interested Candidates
POSITION: Voucher Examiner - two positions
OPENING DATE: August 23, 2011
CLOSING DATE: September 06, 2011
WORK HOURS: Full-time

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bishkek is seeking an individual for two positions of Voucher Examiner in the Budget and Fiscal Section.

BASIC FUNCTION OF POSITION

Voucher Examiner (VE) is responsible for processing claims for the payment of goods and services.

The VE prepares all types of vouchers at post, from average to very complex including Travel Vouchers, Travel Advances, ORE vouchers, Rental Payments, Vendor Payments, and other miscellaneous vouchers. Payments can contain several financial strip codes, including strip codes from other serviced agencies at post.

Audits invoices and travel vouchers for all agencies served at post (DOD, DOJ, ICASS, Customs, State, USAID, and others). Provides an email notification for all travel vouchers processed at post informing the traveler of payment date/amount and provides a copy of the processed TA for the traveler's records.

Incumbent is responsible for processing all EFT payments at post in accordance with DOS and USG policies and regulations.

Incumbent serves as the Embassy point of contact for the Disbursing Section of the FSC-Bangkok, Thailand for tracking EFT payments; as well for all Embassy Sections, employees and serviced agencies, vendors and supervisors for tracking EFT payments or in case of any emergency.

Incumbent is responsible for processing all ORE vouchers.

Incumbent is responsible for the reconciliation of one Travel Card and three Purchase Cards at Post. Also responsible for processing the reimbursements to CITIBANK for travel and purchases cards on timely and accurate manner.

Incumbent is responsible for processing US Direct Hire VAT claims for reimbursement. This includes preparation and submission of their personal VAT payments to the State Tax Inspection for reimbursement. Furthermore, it requires close coordination with the Embassy Cashier on the tax reimbursement received via EFT thru the Embassy LC account.

Incumbent is responsible for the ICASS TDY policy and coordinating with the financial analyst on the billing process for all temporary visitors to the mission that meet the minimum 5 day \$500 threshold for billing.

Incumbent appropriately distributes expenses among applicable agencies for all combined invoices. This includes but is not limited to – cell phone invoices, land line invoices, internet fees, shipping charges, bank fees and other miscellaneous expenditures.

Incumbent closely coordinates with the financial analysts/accountants in tracking VIP costs (CODEL, STAFDEL, SECSTATE, etc.), MEDEVAC costs, ATA (anti-terrorism costs), and other miscellaneous costs in order to meet/process reporting requirements. Accountants will draft cable based on input from VE. In addition, this position shall draft bi-weekly Journal Vouchers in regards to payroll adjustments (overtime, holiday pay for delegations, support for other agencies, etc.) and coordinate with the accountants for review/processing.

This position is required to constantly communicate with the customer (DOS, INL, EXBS, USAID, DOJ, Peace Corps, CDC, OBO, DOD, and DEA) and vendors on the status of their vouchers. This position is responsible for providing an email payment notification to all customers on their vouchers and providing a copy of the audited voucher for their records.

Incumbent ensures adequate funding is available for all vouchers processed – vendor, travel, etc.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Bachelor's degree in Social Science, Humanities or applied science is required.
2. Prior work experience: 1 year of bookkeeping or related fiscal clerical work is required. Experience in computerization and word processing is required.
3. Language Proficiency: Level III English and Level III Russian (good working knowledge) is required. (This will be tested).
4. Job knowledge: Must have the ability to gain an excellent working knowledge of the pertinent State Department regulations(FAM 4) related to voucher examining. Must also have a good working knowledge of travel regulations to be able to do complex travel vouchers.
5. Skills and abilities: Must be skilled in use of a computer to include word processing and spreadsheet applications. Be able to organize and maintain files. Good clerical skills are essential. Must possess strong interpersonal skills and have the ability to work

individually or in a team. Must have the ability to quickly learn various financial applications.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a local security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy Bishkek
Address: Prospect Mira, 171
Or e-mail: BishkekHR@state.gov

POINT OF CONTACT

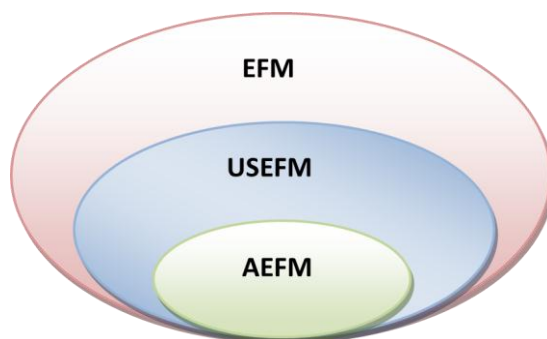
Telephone: +996-312-551-241
Fax: +996-312-551-264
(Ask telephone operator to transfer the call to the Human Resources Office)

CLOSING DATE FOR THIS POSITION: SEPTEMBER 6, 2011

The U.S. Mission in Bishkek provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used

- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References